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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:	EXTENSION	NO.
William F. Donnelly Deputy Director for Administration		DDA 87-2227X DATE 23 October 1987

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Special Assistant/ Counselor to the DCI				Nancy: In light of your interest in the EEO field, this report which recently reached my desk may be helpful to you. William F. Donnelly Original - Addressee 1 - DDA Subj 1 - WFD Chrono (wo/att)
2. [redacted] 7E12 HQS				
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87-2227X

16 October 1987

MEMORANDUM FOR: See Distribution

FROM: Robert E. Fitzgerald
Director, Equal Employment Opportunity

SUBJECT: Minority and Female Work Force Update and OEEO 4th Quarter Report

1. Attached for your information (at TAB A) is a very brief summary of minority EOD and strength data as of the close of FY-87. We are pleased to point out that minority EODs almost doubled in FY-87. Increases occurred in all categories but the bulk of the growth was in the clerical and technical areas. While the current ceiling will limit all hiring in FY-88, the increased emphasis the Agency is placing on bringing in co-op and other student interns should yield benefits down the pike in the professional ranks.

2. Attached at TAB B is a summary of this office's activity in the 4th Quarter of FY-87. As you will note we have been quite active on several fronts.

STAT

Robert E. Fitzgerald

Distribution:
1 - ExDir
1 - DDA/Mr. Donnelly
1 - DDI
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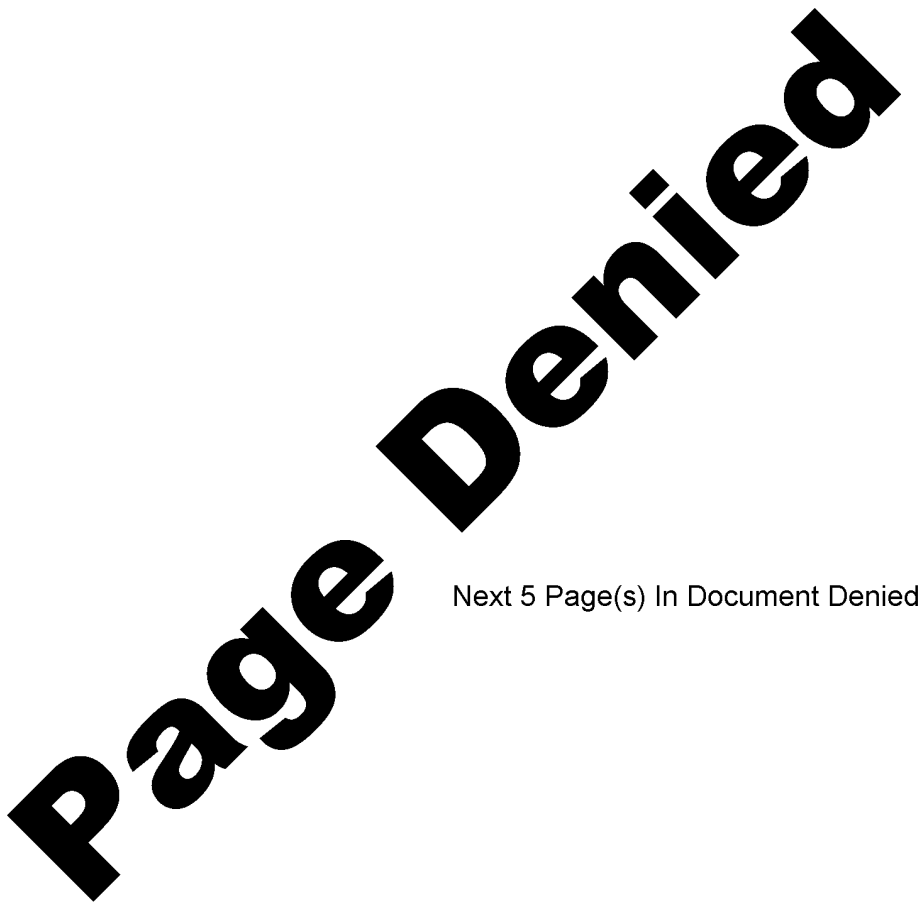

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16 October 1987

OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY
FOURTH QUARTER FY-87 HIGHLIGHTS

In the fourth quarter of FY-1987, the Office of Equal Employment Opportunity (OEEO), along with the Directorate EEO representatives, completed several on going programs and launched a few new ones. These initiatives reflect our stepped-up efforts to recruit and retain minorities, improve the complaint system process, and help managers and all employees be more sensitive to the concerns of minority, female, and handicapped employees. This quarter brings to a close a year marked by change and progress with an eye towards an enhanced program for FY-1988.

- HISPANIC ISSUES

Our new Hispanic Program Manager planned a series of entertaining activities to commemorate this year's Hispanic Heritage Week, 14-18 September. This was followed by the first major search for Hispanic and Native American applicants in 18 months at 4 major universities in New Mexico and Texas. We expect to net several good Electrical Engineering undergraduates from this effort.

- SURPLUS AGENCY EQUIPMENT TO HBCU'S

During the quarter we successfully capped a 30-month effort to gain approval from OGC to distribute surplus equipment and material to interested Historically Black Colleges and Universities (HBCUs), in accord with Executive Order 12320. Once the schools respond to our queries, we will start making arrangements to transfer the equipment.

- THE COMPLAINTS SYSTEM

The Agency's oldest active EEO case, filed in 1978, reached a tentative settlement in August. The complainant's representative and OGC are handling the closure agreement and we are hopeful that the legal proceedings will be completed in the very near future.

To help reduce the processing time for our formal complaints, we are now actively seeking a second Administrative Judge to assist in the hearing of complaint cases.

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Other actions taken include: OGC assigned a second attorney to assist with the EEO case load, we recently completed a "draft" handbook for EEO counselors, and we are continuing our work on automating the Complaints Records System. These steps should improve our efforts to review, process and adjudicate Agency complaints.

- TRAINING

We ran a pilot "EEO for Managers" seminar and we merged the "Women's Executive Leadership" and "Professional Men's Course" into a new course entitled "Culture, Power and Gender Dynamics." These actions were undertaken to better meet the needs and requirements of Agency managers and employees. Also, the changes not only reduce the number of courses offered but cut training costs by $48,000/year.

5. STUDENT PROGRAMS

The OEEO and the Office of Employment played key roles in ensuring that the Student Scholarship Program (Stokes Program) was implemented before the close of FY-87. On 28 September, 11 student scholars officially EOD'd. In our search for these students, representatives from the EEO office and the DA, DI, and DS&T visited five states and over 29 colleges, universities, and high schools during a three month period, and received 107 applicants for consideration. The selected students collectively had GPAs of 3.5 on 4.0 scale, with average SAT score of 1000.

The quarter saw 16 Minority Undergraduate Students (MUPs) and 11 Summer Fellows return to their respective academic institutions. These participants represented a major increase over last year's 4 MUPs and 6 Summer Fellow interns. We plan, with assistance from the Office of Employment, to expand participation in both programs in FY-1988.

- RECRUITMENT

Our EEO minority recruitment schedule for FY-88 has been scaled back somewhat due to ceiling constraints. Selected HBCUs and many of the larger, non-minority institutions with significant minority student bodies will be key targets. Our principal effort this year will be directed at minority undergraduates for the various student and special programs that do not impact on Agency personnel ceilings. On 13 September, the OEEO and Directorate EEO personnel made a Fall recruitment foray, visiting 18 different academic institutions, speaking to and interviewing some 1100 students, and passing out 233 Personal History Statements for staff, student, and CT employment.

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We talked with university officials at several schools not frequently visited by EEO representatives, such as New Mexico State University (where D/EEO met with the president of the University) the University of New Mexico, the University of Mining and Technology, in New Mexico, and the University of Texas at El Paso, and explained the Agency's mission and function and our various programs i.e., MUP, Student Scholar, and Student Trainee programs. Our people were well received at all of these universities.

To date the OEEO has received some 130 applications (PHS and flyer responses) for the 1988 MUP program. Nearly 60 professors have provided us with resumes for the Summer Fellows Program next year.

- ETHNIC AWARENESS

For February 1988, we have planned a Black History Month program with "Blacks in the Military" as the theme. This program will feature guest speaker Lieutenant General Colin L. Powell, Deputy Assistant to the President for National Security Affairs, an exhibit in the fine arts corridor, and a luncheon in the Executive Dining Room.

During the week of 11 January, the OEEO will commemorate Dr. Martin Luther King's birthday with a pictorial display in the Exhibit Hall at Headquarters.

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